



Town of Kittery, Maine  
**Department of the Assessor**  
200 Rogers Road, Kittery ME 03904  
207-475-1304, [assessing@kitteryme.org](mailto:assessing@kitteryme.org)

Dear Business Owner,

Enclosed please find the 2018 personal property declaration form. Please list all business personal property that you own as of April 1, 2018. Please return the list to the Assessor's office **on or before April 19, 2018.** **Please contact the Assessor's Office, using the contact information included, with questions or to request a list of property currently on file.**

In accordance with MRSA Title 36 § 706, as amended, the Assessor of the Town of Kittery, in the State of Maine, hereby gives notice to all persons liable to taxation in the municipality to furnish the Assessor a true and perfect list of their estates of which they were possessed on April 1<sup>st</sup> of each year.

If any person, after such notice, does not furnish such list, they are thereby barred of their right to make application to the Assessor or the Board of Assessment Review for any abatement of their taxes, unless they have furnished such list with their application and satisfies the Assessor that they were unable to furnish it at the time appointed.

**Personal (Business) Property consists of the following:**

1. **Machinery and Equipment (M):** This includes machinery and equipment used in the manufacture of products, heavy duty shelving, telephone equipment, calculators, fax machines, copiers and other office items of this type.
2. **Furniture and Fixtures (F):** This includes furniture, furnishings and fixtures. Examples include desks, shelving, counters, etc.
3. **Computers and Computer Equipment (C):** This includes printers, computers, servers and computerized equipment.

**Please Note:** Personal property placed into service after April 1, 1995 may qualify for reimbursement from the State of Maine Income Tax Division under the BETR 801 program. Also qualifying equipment placed into service after April 1, 2008 may be eligible for the BETE Program and may receive exemption from taxation. **In order to qualify for either the BETR or BETE program(s) you must submit an application each year. You are responsible for ensuring that application(s) are received.**

Details on these programs can be viewed and printed from the State of Maine Revenue Service Website:  
<http://www.maine.gov/revenue/propertytax/propertytaxbenefits/bete.htm>

Please keep this page for your records and return requested Personal Property information to the Assessor on or by April 19, 2018. You may send the information requested electronically in an excel format. Please include the Account number.

[illegible]

Account #109600

4. Do you lease any portion of your occupied space to another person or firm who has title to trade fixtures and equipment? YES \_\_\_\_\_ NO \_\_\_\_\_
5. If on April 1, you have in your possession any business machines, postage meters, machinery, equipment, furniture, fixtures, tools, etc, which are loaned, leased, stored or otherwise held and **not owned by you**, please itemize and indicate the owner's name and address.

Please check the box that applies to your leased personal property:

- ☐ My business is responsible for paying the taxes on the following leased personal property.

Leased, Loaned, Rented Personal Property					
Lessor Name		Address		Phone #	Contact Person
<u>Property Type</u>	<u>Description/ Yr. Manuf.</u>	<u>Quantity</u>	<u>Date in Service (Day/Month/Yr)</u>	<u>Original Cost (each)</u>	<u>Total Cost</u>

Attach additional sheets, if necessary, and identify as "Leased Personal Property"

- ☐ The Lessor is responsible for paying the taxes on the following leased personal property.

Leased, Loaned, Rented Personal Property					
Lessor Name		Address		Phone #	Contact Person
<u>Property Type</u>	<u>Description/ Yr. Manuf.</u>	<u>Quantity</u>	<u>Date in Service (Day/Month/Yr)</u>	<u>Original Cost (each)</u>	<u>Total Cost</u>

**This Schedule Must Be presented to the Assessor's Office in Kittery, Maine On or Before Thursday April 19, 2018.**

I hereby certify that this declaration is true and correct to the best of my knowledge and belief. I understand that if I own property as of April 1, 2018, I am responsible for the Property Taxes 2018-2019.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #